



# AIR CONSTRUCTION PERMIT APPLICATION REVIEW TIMELINE INFORMATIONAL SHEET

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Complete application means that “no additional information” is requested from the source.

Complete applications are reviewed “first in, first reviewed.”

Backlog runs approximately a couple of weeks in winter and about six week in spring and summer.

Source Type:	Simple <u>Days</u>	Moderate <u>Days</u>	Complex <u>Days</u>
<b>Application review</b>			
Administrative login process (working days)	4	4	4
Review by Engineer (working days)	3	15	30
Administrative review process (working days)	<u>2</u>	<u>7</u>	<u>7</u>
<b>Review time (working days)</b>	<b>9</b>	<b>26</b>	<b>41</b>
<b>Review time (calendar days)</b>	<b>16</b>	<b>36</b>	<b>57</b>
<b>Public Participation</b>			
Public notice publication	8	13	13
Comment period	30	30	30
Permit issuance	<u>2</u>	<u>2</u>	<u>2</u>
<b>Public comment period in calendar days</b>	<b>40</b>	<b>45</b>	<b>45</b>
<b>Public hearing</b>			
Public notice publication	8	13	13
Notice at least 30 days prior to hearing	<u>30</u>	<u>30</u>	<u>30</u>
<b>Public hearing period in calendar days</b>	<b>38</b>	<b>43</b>	<b>43</b>
<b>Hearing officers report to Secretary</b>			
Days needed to respond to comments	Variable	Variable	Variable
<b>Permit without public comment period</b>	<b>16</b>	<b>36</b>	<b>57</b>
<b>Permit with public comment period</b>	<b>56</b>	<b>81</b>	<b>102</b>
<b>Permit with public comment &amp; hearing period</b>	<b>94</b>	<b>124</b>	<b>145</b>

**Estimated Total Days (Variable+Backlog)**      **72+Variable+BL**    **104+Variable+BL**    **186+Variable+BL**

Each engineer should have an idea of his/her backlog (BL) which should be factored in when estimating issuance time frame.